

TRANSFERS CHECK-OFF SHEET			
RANK/RATE:		NAME: (Last, First, MI)	SSN:
TRANSFER DATE:		TRANSFERRED TO:	
DATE	INIT	ACTION	
		Transfer Directive/Orders received and supplementary items on orders verified; supplementary items on EPAD transcribed using ENLTRANSMAN Chapter 24	
		Transfer Information Sheet and required enclosures forwarded to member (MUST BE COMPLETED WITHIN TEN DAYS OF RECEIPT OF ORDERS/TRANSFER DIRECTIVE)	
		<input type="checkbox"/> Copy of orders or EPAD with transcribed supplementary items <input type="checkbox"/> Navy Sponsor Notification, NAVPERS 1330/2 <input type="checkbox"/> PCS Travel, NAVPERS 7041/1 <input type="checkbox"/> Advance Pay Certification/Authorization, PSafe Form 7220/25 <input type="checkbox"/> Request for Advance Payment of Dislocation Allowance (DLA) and/or Dependent Travel Allowance, PSafe Form 7220/10 <input type="checkbox"/> Passenger Reservation Request - PCS TRAVEL, PSafe 4650/5 <input type="checkbox"/> Application for Transportation of Dependents, PSafe Form 4650/9 <input type="checkbox"/> Overseas Screening, NAVPERS 1300/16	
		Transfer Information Sheet received from member with required documents	
		Overseas Screening completed, if required (DTG/Date: _____)	
		Special Duty Screening completed, if required (Date: _____)	
		Family Member Entry Approval requested, if required (DTG: _____)	
		<input type="checkbox"/> Family Member Entry Approval received (DTG: _____) Passenger Reservation Request (PRR) forwarded to NAVPTO <input type="checkbox"/> Flight Itinerary received Member/Command notified of flight date No-Fee Passport/Official Passport/Visa application completed, if applicable Completed Obligated Service requirement, as needed (OBLISERV required up to: August-01) Orders/Endorsement Completed Advance Pay request forwarded to DK Departure TLA Briefing provided to member <input type="checkbox"/> TLA request processed Page 2 verified and updated Print Page 4 and file in service record Page 5 verified and updated SHO3 and Loss event completed Required Page 13 entries completed: <input type="checkbox"/> Overseas Screening <input type="checkbox"/> Overseas Tour Election <input type="checkbox"/> Screening completion <input type="checkbox"/> Urinalysis Advance DLA/Travel Allowance request forwarded to Fiscal, if applicable Collect the following documents from the member <input type="checkbox"/> Meal Pass (if applicable) <input type="checkbox"/> Certificate of Personnel Security Investigation (OPNAV 5520/20) <input type="checkbox"/> Transfer Evaluation/Fitness Report, if applicable Wrap service record and give to member	
NOTE: PORTCALLS, FAMILY MEMBER ENTRY APPROVAL, AND NO-FEE PASSPORTS MUST BE PROCESSED WITHIN THREE WORKING DAYS OR RECEIPT OF SUPPORTING DOCUMENTS			
RETAIN FILE: Original Transfer Check-Off Sheet PSD Check-Out Card Original Transfer Information Sheet Copy of Original Orders and modifications with all endorsements Copy of SHO3 and L01/L20 Copy of Port Call Copy of all screening documents Copy of Transfer Directive (EPAD, MSG, etc.)			

PSAFE Form 1306/3 (I (Rev. 8-99))